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MANUAL
OF
GENERAL ADMINISTRATIVE INSTRUCTIONS

WAR FOOD ADMINISTRATION
Food Distribution Administration
Washington 25, D. C.

(For Washington, Regional, and Field Offices)

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Food Distribution Administration
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December 10, 1943

GENERAL ADMINISTRATIVE INSTRUCTIONS

- I. Contents - Director's Memorandum No. 1, Revision 1, provides for the establishment of a Manual of General Administrative Instructions. This Manual will contain policy and procedural instructions prepared by administrative officials and by Washington Management and Services Divisions. Each instruction will deal with a single subject or activity and will be described by a short and simple title indicative of the scope and contents of the instruction. Each Washington Management and Services Division is responsible for preparing issuances within its zone. The Organization and Procedure Division is responsible for reviewing and numbering the instructions and for over-all consistency and accuracy of the Manual.
- II. Purpose of Manual - The first five parts of the Manual are designed primarily to instruct employees in operating branches and offices who are responsible for carrying on day-to-day operations with the Management and Services Divisions both in Washington and in the regional offices. The Manual will contain statements of policy and procedure which these employees should be familiar with in carrying on operations with the Management and Service Divisions. Part VI is designed to give financial instructions to employees engaged in the FDA procurement program.
- III. Organization of the Manual - The Manual is divided into 6 parts, and each part is divided into subject matter groups. Each issuance will bear a number indicating the part and subject matter group of the Manual in which the issuance belongs (See attached table of contents). Issuances are being prepared on each subject matter group in the Manual and will be released as they are completed.
- IV. Distribution - Copies of all General Administrative Instructions will be distributed to Branches and Divisions in Washington and to Regional offices. Regional offices shall distribute instructions in Parts I, II, III, IV, and V to all field offices which deal directly with the Regional Administrative Services, Fiscal, and Personnel Divisions.
- V. Division Memoranda - The Washington Management and Services Divisions will continue to issue numbered internal memoranda to instruct employees within their own divisions and employees in corresponding divisions in the regional offices. These divisions will also continue to issue unnumbered memoranda containing announcements and notices. Regional Service Divisions may continue to issue numbered memoranda where necessary, although the information in the general administrative instructions will usually be adequate to cover relationships between field offices and Regional management and service divisions.

VI. Existing Service Division Memoranda - Memoranda already issued by Administrative Services, Finance and Accounts, Personnel, and other Washington Service Divisions shall continue to remain in effect until specifically superseded by subsequent general administrative instructions.

Rapo. W. Linstead

Deputy Director

Attachment

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